



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information:

Job Title: 29586 - Interagency Coordination Officer - GS-13

Salary Range: \$81,548 - \$126,062 (not applicable for detailees)

Vacancy Open Period: 10/23/2018 - 11/13/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CTIIC/TOS

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President, the National Security Council and the Homeland Security Council for Intelligence matters related to the national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible. The Cyber Threat Intelligence Integration Center (CTIIC) builds understanding of foreign cyber threats to US national interests to inform decision-making by federal cyber centers, departments and agencies, and policymakers. CTIIC works with its partners to integrate threat intelligence and related information from the network defense, intelligence, and law enforcement communities; facilitate information-sharing; lead community analysis of cyber threat; and support interagency planning to develop whole-of-government approaches against cyber adversaries.

Major Duties and Responsibilities (MDRs)

- If you like working with people across agencies to make progress against complex problems, then consider joining a small, agile team designed to provide senior decision makers with the insights and support they need to take actions to counter the most complex and intractable cyber threats from our top adversaries.
- By developing close, collaborative relationships with stakeholders across the United States (U.S.) Government, contributing to policy meetings chaired by the National Security Council, and developing a broad understanding of the authorities and capabilities that interagency stakeholders can leverage, the successful candidate will advance the core CTIIC/Threat Opportunities Section (TOS) mission: facilitating and supporting interagency efforts to develop and implement plans to counter foreign cyber threats using all instruments of national power.
- Experience with cyber issues is of course welcome but not a requirement. This joint duty position is an excellent opportunity for an officer with background in regional or functional national security to gain expertise with the cyber threat mission and customer set. CTIIC is committed to developing our joint duty workforce through training and other opportunities, and seeks personnel who can contribute related expertise to our mission.
- The foreign cyber threat is a high-profile policy issue drawing substantial attention among USG executive and legislative seniors; foreign liaison; and the private sector. As such, this account offers excellent opportunities for supporting senior policy and operational customers, and for developing a strong portfolio as a multidisciplinary, full-performance officer with identifiable impact on national security. The successful applicant can expect to be on the forefront of innovation in developing U.S. Government responses to foreign cyber threats.
- Integrate and develop planning efforts for area of responsibility in coordination and collaboration with other U.S. Government agencies.



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- Support implementation of interagency plans by coordinating and integrating competing requirements and priorities of multiple stakeholders; plan and participate in interagency meetings.
- Identify gaps and impediments that are negatively impacting successful plan implementation efforts and develop solid and well-researched recommendations for policies/procedures designed to reduce these gaps.
- Identify specific, actionable, and timely opportunities to counter foreign cyber threats through all instruments of national power, and communicate potential courses of action that reflect varying degrees of potential risk and benefit.
- Prepare and present briefings, reports, and presentations to Office of the Director of National Intelligence (ODNI) leadership, senior policymakers, National Security Staff, and other U.S Government consumers in a manner that meets their specified requirements.
- Coordinate interagency and cross-directorate collaboration on programs and objectives; evaluate and assess these efforts to ensure their success.
- Promote and share information and knowledge within ODNI and with other government agencies, and effectively recognize, value, build, and leverage diverse and collaborative networks within these organizations.
- Develop and continually expand personal expertise in facilitating the cooperation and effective coordination of organizations within ODNI, the IC, and other U.S Government agencies.

Mandatory and Educational Requirements

- Experience with planning processes, critical analysis, consensus building.
- Ability to plan and coordinate the integration of existing and emerging interagency capabilities to accomplish operational or strategic objectives.
- Experience harnessing cross-agency perspectives and insights to deliver comprehensive intelligence support to operational or policy decision-making efforts.
- Experience providing opportunities analysis and intelligence support—preferably in collaboration with the broader IC—to aid the development of USG efforts under various authorities to counter foreign threats, such as threats involving adversary cyber activity, WMD proliferation, or state support to terrorism.
- Ability to develop innovative and flexible solutions for complex cross-organizational issues, taking initiative and making key contributions to group efforts.
- Knowledge of with the mission, charter, roles and responsibilities of the IC and the interrelationships of its customers and stakeholders.
- Interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment.
- Ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences, to include senior-level policymakers.



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- Ability to lead planning efforts for complex projects, taking into account a diverse range of considerations and ensuring that the activities can be successfully completed.
- Experience: At least three years of experience in the Intelligence Community. Strong critical thinking, interpersonal, writing, and briefing skills.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_D_WMA@dni.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@dni.ic.gov (*Monica J.*) and aclale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_D_WMA@dni.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@dni.ic.gov (*Monica J.*) and aclale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3663.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3663; Email: Recruitment_TeamD@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-



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EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**